



# Department of Defense INSTRUCTION

NUMBER 1225.8

September 6, 2001

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ASD(RA)

SUBJECT: Programs and Procedures for Reserve Component Facilities and Unit Stationing

- References: (a) DoD Instruction 1225.8, "Programs and Procedures for Reserve Component Facilities and Unit Stationing," April 1, 1996 (hereby canceled)
- (b) [DoD Directive 1225.7](#), "Reserve Component Facilities Programs and Unit Stationing," June 6, 2001
  - (c) Title 32, United States Code
  - (d) Title 10, United States Code
  - (e) through (j), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues reference (a).
- 1.2. Under reference (b), updates procedures for:
  - 1.2.1. Administering the facilities and unit stationing programs of the National Guard (the Army and the Air) and the Reserves (the Army, the Navy, the Air Force, and the Marine Corps) (hereafter referred to collectively as "the Reserve components").
  - 1.2.2. Organizational structure and responsibilities of the Joint Service Reserve Component Facility Boards (JSRCFBs).
  - 1.2.3. Real property acquisition methods, joint construction and use, and design criteria for the Reserve components.

1.2.4. Reserve component facilities functional criteria.

1.2.5. Joint Federal and State agreements covering contributions of Federal funds to the States for National Guard facilities.

1.2.6. Placement of Reserve component units in local communities.

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard when, by agreement with the Department of Transportation (DoT), it is operating as a Military Service of that Department), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. Does not apply to limiting the rights of Governors of States to fix the location of units of the National Guard of the United States in their respective borders, as authorized by 32 U.S.C. 104(a) and 10 U.S.C. 18238 (references (c) and (d)).

## 3. DEFINITIONS

3.1. Chiefs of the Reserve Components. The Chiefs of the Army, Naval, and Air Force Reserves; the Directors of the Army National Guard and the Air National Guard; and the Commander, Marine Forces Reserve, are hereafter referred to collectively as "chiefs of the Reserve components."

3.2. Joint Facility. A facility intended to be used by both the Active and a Reserve component of a single Armed Force of the United States; or two or more components (whether Active or Reserve components) of the Armed Forces of the United States.

3.3. Joint Service Reserve Component Facility Board (JSRCFB). A group established in each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories, to meet at a minimum of once every 12 months to promulgate joint use of land and facilities by units of two or more

components, to the greatest practicable extent for efficiency and economy. That shall include consideration for the acquisition, by purchase, lease, transfer, construction, expansion, rehabilitation, or conversion of facilities necessary for the proper development, training, operations, and maintenance of the Reserve components. The JSRCFB composition consists of one appointed principal member and one alternate member from each Reserve component that has at least one unit in that State or territory.

#### 4. POLICY

It is DoD policy under DoD Directive 1225.7 (reference (b)) that Reserve component facilities and unit stationing programs shall be established to provide new and replacement facilities needed to support the missions of the Reserve components in the most economical manner to meet operational and training needs.

#### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.1.1. Be responsible for implementing policy in reference (b), and promulgating plans, programs, actions, and taskings for Reserve component facilities and joint installations and/or bases and/or enclaves consistent with DoD Directive 5125.1 (reference (e)) and shall resolve cases when complete coordination may not be effected under paragraphs 4.5. and 4.19. of DoD Directive 1225.7 (reference (b)).

5.1.2. Ensure that the Military Services properly establish a host-Reserve component and provide adequate support to joint Reserve bases and/or installations and/or enclaves.

5.1.3. Review the minutes of each JSRCFB for compliance with this Instruction.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Establish plans, programs, budgets, and accounting procedures to support facilities construction and maintenance programs; develop and maintain adequate information systems to effectively manage the use of appropriated funds for supporting approved facility programs; report design and construction progress; and provide required reports on Reserve component facilities.

5.2.2. Provide required facilities based on authorized strength of assigned units, quantity and type of equipment and supplies, and established facilities criteria, according to 10 U.S.C. 18234 (reference (d)).

5.2.3. Require the chiefs of the Reserve components to certify that Reserve component units shall have been approved for stationing and that unit total on-board strength for proposed Reserve component facilities is adequate to ensure full facility use. It shall be a requirement that the average on-board strength for the previous 3 years be a minimum of 75 percent of the total authorized strength before submission of the budget request to the OSD. The Secretaries of the Military Departments may grant waivers to that requirement.

5.2.4. Execute agreement and contribute Federal funds to the States for National Guard facilities consistent with applicable law and policy.

5.2.5. Issue licenses or permits for the use of Reserve component facilities by others, as authorized in Sections 18235-18236 of reference (d).

5.2.6. Approve operation and maintenance-funded minor construction, and maintenance and repair projects, in accordance with applicable law.

5.2.7. Approve projects using funds specifically identified as "minor construction," in accordance with Sections 2805 and 18233(a) of reference (d), including all requirements for congressional committee notification.

5.2.8. Provide implementing instructions to, and ensure appointment of, their members to the JSRCFBs.

5.2.9. Coordinate with other Military Departments to ensure that placement of Reserve component units shall not adversely affect the ability of Reserve component units of the other Military Departments to obtain or maintain the manpower necessary for them to achieve satisfactory personnel readiness levels, and to ensure greatest practical use of any facility constructed or improved.

5.2.10. Ensure maximum use, maintenance and repair of existing facilities, and coordination with other Military Services to determine availability and use of existing facilities and/or joint use of planned facilities.

5.2.11. Request approval of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), for major land acquisitions. Major land acquisition is the purchase, withdrawal from public domain, lease or permit from

individuals or Government entities, or any other type of use agreement involving more than 1,000 acres, or land whose estimated purchase price or annual lease price exceeds 1 million dollars.

5.2.12. Select the host-Reserve component and establish the minimum standards for each joint Reserve base and/or installation and/or enclave.

## 6. PROCEDURES

Procedures are described in enclosures 2 through 6.

## 7. INFORMATION REQUIREMENTS

The JSRCFB review and analysis described at paragraph E2.3.4., of enclosure 2, is exempt from licensing, in accordance with paragraph C4.4.3., of DoD 8910.1-M (reference (f)).

8. EFFECTIVE DATE

This Instruction is effective immediately.



**Craig W. Duehring**  
**Principal Deputy**

Enclosures - 6

- E1. References, continued
- E2. Organizational Structure and Responsibilities of the JSRCFBs
- E3. Real Property Acquisition Methods, Joint Facilities, and Design Criteria
- E4. Reserve Component Facilities Functional Criteria
- E5. Criteria for Joint Federal and State Agreements Covering Contributions of Federal Funds to the States for National Guard Facilities
- E6. Procedures for Placement of Reserve Component Units in Local Communities

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 5125.1](#), "Assistant Secretary of Defense for Reserve Affairs,"  
March 2, 1994
- (f) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements,"  
June 1998
- (g) DoD 5025.1-I, "DoD Directives System Annual Index," July 31, 2000
- (h) Secretary of Defense Memorandum, "Access for People with Disabilities,"  
October 20, 1993
- (i) DoD 7000.14-R, "Department of Defense Financial Management Regulation,"  
Volume 2B, "Budget Presentation and Formulation," June 2000
- (j) Secretary of Defense Memorandum, "Design and Construction of Unaccompanied  
Enlisted Personnel Housing (UEPH)," November 6, 1995

## E2. ENCLOSURE 2

### ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE JSRCFBs

#### E2.1. GENERAL

The JSRCFB for each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories, is established to assist in carrying out the policy stated in 10 U.S.C. 18231(2) (reference (d)) and paragraph 4.2. of DoD Directive 1225.7 (reference (b)). In each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories, the JSRCFB shall consider the joint use of facilities by units of two or more components, to the greatest practicable extent for efficiency and economy. The mission of the JSRCFB is to maximize usage of Reserve component land, facilities, and installations by promulgating joint use by two or more components. Additionally, the JSRCFB shall pursue opportunities for shared use with any Active components in their area.

E2.1.1. The JSRCFB's composition shall be such that collectively it has knowledge of the majority of DoD and State military facilities and lands in its State or territory.

E2.1.2. The JSRCFB shall review each proposed Reserve component construction project annually and comment on its joint use potential. The JSRCFB shall consider all excess Government properties as well as all installations to be affected by closure or realignment action. All projects proposed to be included in an annual Reserve Forces Military Construction Program shall be reviewed by the respective JSRCFBs before being submitted to the OSD. If the project is not included in the program for the fiscal year (FY) for which it was first proposed, the JSRCFB shall review the project again before it is included in the program for any subsequent FY.

E2.1.3. The JSRCFB shall review all major construction projects. Additionally, the JSRCFB shall review any unspecified minor construction and/or operations and maintenance-funded rehabilitation projects pertaining to indoor ranges. (Attachment 3 to this enclosure shall be used to record respective information.)

E2.1.4. While conducting the reviews, the JSRCFBs may contact offices, Agencies, and individuals in the Department of Defense that have responsibility for Reserve components facilities matters. The JSRCFBs may initiate separate studies and surveys, and report their recommendations through applicable channels to the Secretaries of the Military Departments concerned and furnish a copy to the Deputy Assistant Secretary of Defense for Reserve Affairs (Materiel and Facilities) (DASD(RA)(M&F)). The



JSRCFBs are encouraged to share lessons learned with other JSRCFBs and the Military Departments.

E2.1.5. The JSRCFB is not limited to review of proposed projects. It may as a body make recommendations to the Assistant Secretary Defense for Reserve Affairs (ASD(RA)) on any facility needs of the Reserve components of that State or territory that shall enhance readiness and provide, in their view, a significant return for the investment.

E2.1.6. The JSRCFB clearly shall describe in the minutes why facilities are approved for unilateral use.

E2.1.7. The JSRCFB shall review all available economic analyses, manpower potential reviews, and environmental documentation before approval of a project.

E2.1.8. The JSRCFB prepares and submits its minutes to the DASD(RA)(M&F), 1500 Defense Pentagon, Room 2D521, Washington, DC 20301-1500 in the format of attachments 1 - 3 to this enclosure.

E2.1.9. All JSRCFB-approved projects shall be reported in minutes with a component-assigned project number, as shown in attachment 3 to this enclosure.

E2.1.10. Minutes may be submitted in hard copy by mail, on a floppy disk by mail, fax, or electronic mail. If the JSRCFB members' signatures are not scanned and transmitted through electronic mail, they shall be either faxed or mailed. (All submissions shall meet formatting requirements shown in attachments 1 - 3 to this enclosure.)

## **E2.2. JSRCFB MEMBERSHIPS**

Each JSRCFB shall consist of principal members and alternate members appointed, as follows:

E2.2.1. Each Secretary of a Military Department shall appoint one principal member and one alternate member to the JSRCFB of each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories, in which they have at least one unit to serve for an indefinite period on a part-time basis. Additionally, the Secretary of the Navy shall appoint one principal and one alternate United States Marine Corps Reserve (USMCR) member to each State or territory JSRCFB, as applicable. The requirement for a JSRCFB principal member and alternate member shall not apply for Military Departments that have only recruiting activities in a State or territory.

E2.2.2. The Adjutant General of each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories, shall appoint one Army National Guard (ARNG) principal member, one ARNG alternate member, one Air National Guard (ANG) principal member, and one ANG alternate member to his or her respective JSRCFB. The principal and alternate members shall serve with, or be employed by, the National Guard in their National Guard component as full-time military or as a technician. The principal member, or in his or her absence the alternate member, shall represent the State or territory in facilities matters under consideration by the respective JSRCFB.

E2.2.3. When the United States Coast Guard (USCG) is operating as a Service in the DoT, the Commandant of the USCG may designate a representative to serve in a nonvoting honorary capacity on JSRCFBs in States or territories where United States Coast Guard Reserve (USCGR) training units are, or may be, located.

E2.2.4. The Chair of each JSRCFB shall rotate annually, in-turn, among the principal voting members. If a member is reassigned while serving as the Chair, the JSRCFB membership shall choose a Chair for the unexpired term.

E2.2.5. The ARNG JSRCFB member appointed by the State Adjutant General shall store the records. That allows for continuity in record keeping and provides the Department of Defense and the Services with a stable point of contact. The ARNG representative (Records Custodian) may also be the Chair during his or her in-turn rotation.

E2.2.6. JSRCFB membership data (mailing address and telephone numbers; etc.) shall accompany JSRCFB minutes in the format shown in attachment 2 of this enclosure.

E2.2.7. Active component representatives are encouraged to attend as nonvoting honorary members.

### E2.3. RULES OF PROCEDURE

Except as prescribed in paragraphs E2.3.1. through E2.3.9., below, the rules of procedure for each JSRCFB shall be those established by the JSRCFB.

E2.3.1. Each JSRCFB shall convene at the call of its Chair, but shall meet at least once each FY (at least once every 12 months).

E2.3.2. A quorum shall consist of all principal members. An alternate member shall be deemed a principal member if the principal member from his or her organization is absent.

E2.3.3. Actions of the JSRCFB shall be by majority vote with each principal member having one vote.

E2.3.4. JSRCFB review and analysis of each Reserve component project shall be recorded on DD Form 2162, "Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis." Copies of the completed form shall be retained by the project sponsor and archived by The Adjutant General-appointed ARNG Records Custodian. DD Form 2162 is available on the Internet under "DefenseLINK, Publications."

E2.3.5. Minutes of JSRCFB meetings approved by the JSRCFB shall bear the signature and title of each member. (See attachments 1 - 3 to this enclosure for the format of JSRCFB minutes.)

E2.3.6. Any principal member, or in the principal member's absence, the respective alternate member, who disagrees with the majority opinion of the JSRCFB, may require that a minority report shall be included in the records of the JSRCFB's proceedings.

E2.3.7. The Chair shall ensure that information received relative to the meeting, from the DASD(RA)(M&F), is disseminated to each principal member and alternate member. After the meeting, the Chair shall ensure that copies of the minutes with attachments or summaries of meetings, studies, surveys, applicable DD Forms 2162, or reports and recommendations prepared by the JSRCFB are furnished to each principal member, alternate member, Records Custodian, and applicable Reserve component headquarters engineer sections, in a timely manner. Only those headquarters engineer sections of a Reserve component having at least one non-recruiting unit in that State or territory shall be sent minutes and respective documents. A comprehensive list of headquarters engineer sections and their addresses shall be provided to the Chair by the

DASD(RA)(M&F) before the scheduled meeting. Finally, the Chair shall forward the JSRCFB meeting minutes with applicable reports and studies directly to the DASD(RA)(M&F), Room 2E521, 1500 Defense Pentagon, Washington, DC 20301-1500, so as to arrive not later than 30 days following the meeting.

E2.3.8. On receipt of the JSRCFB minutes from the Chair, the DASD(RA)(M&F) shall analyze and distribute promptly copies of the minutes to the Military Departments. The Military Departments may forward comments to the DASD(RA)(M&F).

E2.3.9. The Records Custodian shall maintain a current and historical file of JSRCFB minutes, membership, meetings, actions, and other items, as applicable. The position, "Records Custodian," is not intended to alleviate or remove any responsibility from the Chair nor is that individual intended to be the JSRCFB Recording Secretary.

#### Attachments - 3

- E2.A1. Format for Board Meeting Minutes of the Joint Service Reserve Component Facility Board (JSRCFB) (State or Territory)
- E2.A2. Format for Board Membership of the Joint Service Reserve Component Facility Board (JSRCFB) (State or Territory)
- E2.A3. Format for Project Listing of the Joint Service Reserve Component Facility Board (JSRCFB) (State or Territory)

E2.A1. ATTACHMENT 1 TO ENCLOSURE 2

FORMAT FOR BOARD MEETING MINUTES OF THE  
JOINT SERVICE RESERVE COMPONENT FACILITY BOARD (JSRCFB)  
(STATE OR TERRITORY)

A. CONVENING THE JSRCFB

In accordance with DoD Directive 1225.7, \_\_\_\_\_, the JSRCFB held a meeting  
at \_\_\_\_\_ hours on \_\_\_\_\_ at \_\_\_\_\_.

B. ATTENDANCE

Use format in DoD Instruction 1225.8, enclosure 2, attachment 2.

C. ACTION ON MINUTES OF PREVIOUS MEETINGS

D. PROJECT SUMMARIES

1. Number of projects reviewed: \_\_\_\_\_.
2. Number recommended for joint construction: \_\_\_\_\_.
3. Number recommended for unilateral construction: \_\_\_\_\_.
4. Number not recommended for construction: \_\_\_\_\_.

E. PROJECT LISTING

Use format in attachment 3, to this enclosure.

F. PROJECT RECOMMENDATIONS

1. For each project considered by the JSRCFB, provide a statement of acquisition alternatives considered and basis for each rejection leading to the chosen option. That may be done in the body of the minutes or in the "Project Remarks" column of attachment 3, to this enclosure.

2. If recommendation is for unilateral construction, include a statement explaining why the project was not recommended for joint construction. That may be done in the body of the minutes or in the "Project Remarks" column of attachment 3, to this enclosure.

G. OTHER BUSINESS

In this section, summarize any other business or recommendations of the JSRCFB.

H. NEXT MEETING

Provide a statement of the planned date for the next meeting and place.

I. ADJOURNMENT

Provide a statement noting completion or disposition of all matters before the JSRCFB and time of adjournment.

J. AUTHENTICATION

Signatures of principal (or alternate) members of the JSRCFB shall authenticate the minutes.

E2.A2. ATTACHMENT 2 TO ENCLOSURE 2

FORMAT FOR BOARD MEMBERSHIP OF THE  
JOINT SERVICE RESERVE COMPONENT FACILITY BOARD (JSRCFB)  
(STATE OR TERRITORY)

Term of Current JSRCFB - Day/Month/Year to Day/Month/Year

JSRCFB Chair Signature \_\_\_\_\_

Rank and Name (first, middle initial, last)

Component (ARNG, United States Army Reserve, ANG, United States Air Force)

Reserve (USAFR), United States Naval Reserve (USNR), USMCR, USCGR)

Work/Office Address

City/State/Zip Code

Commercial Phone Number

DSN Phone Number

Fax Number

E-mail Address

Records Custodian - (shall be ARNG member) (may also be the Chair)

Other Principal Members - (same information listed, above, required on each individual)

Alternates - (same information listed, above, required on each individual)

E2.A3. ATTACHMENT 3 TO ENCLOSURE 2

FORMAT FOR PROJECT LISTING OF THE  
JOINT SERVICE RESERVE COMPONENT FACILITY BOARD (JSRCFB)  
(STATE OR TERRITORY) <sup>1-4</sup>

Date of Board Meeting - 1 Feb 01

Component	Installation	City, State, & Zip Code	Project Name	Approx. Cost	Date Recommended	Program Year	Component Project Number	Project Remarks
				\$M	Mo. & Yr.			
Examples:								
ARNG	Camp Patton	Armortown, AL 81023	Rehab Indoor Range	O&M <sup>3</sup> 0.1	Jun 00	2001	184030	
USAFR	Strike AFB	Lethal, NM 41673	Armed Forces Reserve Center	10.5	Dec 98	2003	300639	Joint w/ANG & USNR <sup>4</sup>
USMCR	Quantico	Quantico, VA 22134	Armory	4.5	Aug 00	2004	210673	

<sup>1</sup>This project listing does not negate the requirement for DD Form 2162 in the analysis process.<sup>2</sup>This project listing shall list all major construction projects, plus any unspecified minor construction and/or operations and maintenance (O&M) funded rehabilitation projects on indoor ranges.<sup>3</sup>Identify O&M-funded range rehabilitation projects by placing "O&M" beside the monetary amount in the cost column. Boards shall validate that section E4.9. through subparagraph E4.9.1.3., in enclosure 4, shall have been met for each respective project.<sup>4</sup>Identify new construction projects that include an indoor range in the remarks column. That applies to both unilateral and joint projects. Boards shall validate that section E4.9. through subparagraph E4.9.1.3., in enclosure 4, shall have been met for each respective project.



### E3. ENCLOSURE 3

#### REAL PROPERTY ACQUISITION METHODS, JOINT FACILITIES, AND DESIGN CRITERIA

##### E3.1. FACILITY ACQUISITION METHODS

E3.1.1. The acquisition of new facilities and the expansion, major rehabilitation, or replacement of existing facilities shall be done using the most cost-effective methods. Economic analyses, program evaluations, and budgetary documentation of Reserve component facilities requirements shall be made in accordance with applicable DoD Instructions and Directives in the 7000 series of DoD 5025.1-I (reference (g)).

E3.1.2. In fulfilling Reserve component facilities requirements, the following alternatives and/or methods shall be considered:

E3.1.2.1. Joint construction of a new facility by two or more Reserve components or with an Active component. If such construction at a single location may not be done concurrently for some presently irreconcilable reason, the design and siting of the initial structure shall include provisions for future expansion.

E3.1.2.2. Full use of existing and partially used facilities of other Reserve components and the Active components.

E3.1.2.3. Use of existing real property facilities excess to the needs of the Military Departments or other Federal Agencies by transfer, use agreement, or permit.

E3.1.2.4. Lease or donation of privately or publicly owned facilities that meet the need or may be modified at reasonable cost to meet the need.

E3.1.2.5. Construction of additions to existing Reserve component and Active component facilities or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

E3.1.2.6. Purchase of existing real property facilities that meet the requirement and determined economical by a cost benefit analysis.

E3.1.2.7. Maximum use of facilities identified as excess by Active and Reserve components during base closure and realignment actions as allowed by law.

E3.1.2.8. Unilateral construction of a new facility by one Reserve component when supported by a JSRCFB that has reviewed carefully all other acquisition methods and found them impractical or uneconomical.

E3.1.2.9. No major land acquisition proposals may be made public through a request for proposals, notice of intent to perform environmental analysis, or other official notice without the approval of the USD(AT&L). A major land acquisition is the purchase, withdrawal from public domain, lease or permit from individuals or Government entities, or any other type of use agreement involving more than 1,000 acres, or land whose estimated purchase price or annual lease price exceeds 1 million dollars. That includes any action to initiate an "Environmental Assessment" or to issue a "Notice of Intent for an Environmental Impact Statement," a "Record of Decision," or "Finding of No Significant Impact."

E3.1.2.10. Encourage divestiture of facility leases where economically feasible.

## E3.2. JOINT FACILITIES

E3.2.1. The Reserve and Active components of the Military Departments shall jointly use facilities to the maximum extent practicable. When unilateral acquisition and use are proposed, factual justification shall be provided to support the conclusion that joint facilities are not practical or economically advantageous to the Federal Government.

E3.2.2. The process for joint facilities approval and integration into the Planning, Programming, and Budgeting System (PPBS), or a Military Department's derivative process is, as follows:

E3.2.2.1. The JSRCFB shall review and recommend potential joint facility projects to their members' respective chains of command for evaluation. If approved for joint construction, the involved Military Departments shall designate a lead organization for planning, design, and construction of the project.

E3.2.2.1.1. All involved components shall enter into a memorandum of agreement (MOA) on budget formulation, execution, and other pertinent matters. MOA signature authority for each involved component resides at the general officer level responsible for prioritizing all of that component's facility construction projects in the Future Years Defense Program.

E3.2.2.1.2. ADD Form 1391 shall delineate each involved component's cost share, in accordance with procedures in paragraph E3.2.3., below.

E3.2.2.1.3. The DD Form 1391 and the MOA shall each contain references to the other document for ease of administration. Together, those two documents represent the involved components' project cost sharing, any project-specific agreements, and a unified priority for funding.

E3.2.2.1.4. For intra-Departmental joint projects, each component shall program their pro rata share of the joint facility during the Program Objective Memorandum (POM) process. A Military Department shall make the applicable transfers to the lead component.

E3.2.2.1.5. For interdepartmental joint projects, the lead component shall submit a coordinated DD Form 1391 and MOA through the applicable Military Departments to the Under Secretary of Defense (Comptroller) (USD(C)) for consolidation during the PPBS process. The first opportunity to consolidate funding under the lead component is during the POM process to be documented in the Program Decision Memorandum (PDM). If not reflected in the PDM, each component shall identify and include in their Budget Estimates Submission their share of the joint use project cost agreed to in the MOA and identified in the coordinated DD Form 1391. The amounts identified shall be transferred to the project's lead component in a Program Budget Decision.

E3.2.2.2. The lead component shall budget for the full project in the agreed on FY.

E3.2.3. Each involved component shall program planning, design, and construction costs for their applicable share of the joint facility, as follows:

E3.2.3.1. Exclusive Use. One hundred percent of the design and construction costs for exclusive-use areas shall be programmed by the using component.

E3.2.3.1.1. Interior exclusive-use areas are those that shall be used 100 percent by a component (such as offices), component-unique training, and storage areas; etc.

E3.2.3.1.2. Outside exclusive-use areas include component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensing systems, separate maintenance, and storage buildings.

E3.2.3.2. Common Use. The design and construction costs for common-use areas shall be programmed on a pro rata share basis by the using components.

E3.2.3.2.1. "Pro rata" is the ratio of the sum of each component's exclusive use space based on its authorized force structure (personnel and equipment) to the facility's total authorized exclusive use space.

E3.2.3.2.2. Interior common-use areas include, but are not limited to, assembly halls, classrooms, conference rooms, restroom facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms.

E3.2.3.2.3. Rifle ranges and food preparation and scullery areas shall be treated as common-use areas if required by two or more components participating in a joint construction project.

E3.2.3.2.4. Outside common-use areas include, but are not limited to, site preparation, utilities, walks, pavements, and privately owned vehicle parking.

E3.2.4. Each component shall provide for base operations support costs and real property maintenance costs for joint facilities using guidelines under paragraph E3.2.3., above.

### E3.3. DESIGN CRITERIA

To provide adequate project scopes and cost estimates and ensure early program execution, Reserve components shall have all military construction projects either to at least the 35 percent design complete stage or have a parametric cost estimate completed at the time their budget estimate is submitted to the USD(C). Further, projects submitted in the budget estimate using the parametric cost estimate shall be at 35 percent design status by January 1 before submission of the President's Budget to Congress. The USD(C) Director for Construction and the DASD(RA)(M&F) shall be notified if any projects fail that requirement. When the Department of Defense submits a biennial budget, the 35 percent rule only applies to projects submitted in the first-year program. The 35 percent design-completion criteria shall provide a project that is ready for award during the budget year. A detailed cost estimate using unit prices and quantities for structures, utilities, and appurtenances that incorporate the most

current scope and criteria shall be used to make this calculation. Projects proposed for alternative construction methods such as turnkey, or private financing alternatives, for which percent design is not applicable, are exempt.

## E4. ENCLOSURE 4

### RESERVE COMPONENT FACILITIES FUNCTIONAL CRITERIA

#### E4.1. GENERAL

E4.1.1. Purpose. This guidance provides general facilities policy for the Reserve components.

E4.1.2. Technical Guidance. Where specific guidance is not provided, Service-developed technical criteria shall apply.

E4.1.3. Implementation. Each Service shall publish a regulation for its Reserve components to implement this guidance.

E4.1.4. Readiness. Facilities shall be constructed so as to make the greatest contribution to readiness, and promote economy and efficiency.

E4.1.5. Joint Use. All opportunities shall be explored for combining or integrating proposed facility requirements with the existing or proposed facility requirements of other Services and in the Service. Unilateral construction shall be addressed on DD Form 2162 and supported by an analysis that substantiates it as the only viable alternative.

E4.1.6. Existing Facilities. Maximum use shall be made of existing facilities to satisfy requirements before considering additions and/or alterations or new construction.

E4.1.7. Standard Designs. Definitive designs of major facility components or complete buildings shall be accomplished and used where possible.

E4.1.8. Flexibility. Facilities shall be designed so as to lend themselves to occupancy by new units, reorganized units, and units with new missions, with a minimum of additional construction.

E4.1.9. Economical Design. Reserve component facilities shall be designed in an economical manner, but shall ensure life-cycle economy of construction and maintenance.

E4.1.10. Environmental. Reserve component facilities shall comply with all environmental laws.

E4.1.11. Access for People with Disabilities. Facilities, such as armories, built for able-bodied military personnel, but used at times by the general public, shall comply with the Secretary of Defense Memorandum (reference (h)).

E4.1.12. Economic Analysis for New Construction. An economic analysis shall be completed for all new construction requests estimated to cost in excess of 2 million dollars, in accordance with subparagraph 60301.B.1.e. of DoD 7000.14-R, Volume 2B (reference (i)). The analysis shall substantiate unilateral construction, support alteration or rehabilitation, and address privatization.

#### E4.2. STANDARDS OF CONSTRUCTION

New facilities generally shall be of high-quality construction and consistent with their anticipated useful life and utilization. All facilities shall be similar to those of the Active components with modifications to account for periodic usage. Those modifications shall result in less costly projects. Designs and site development shall make applicable provisions for future expansion.

#### E4.3. UNACCOMPANIED PERSONNEL HOUSING (UPH) AT MAJOR TRAINING AREAS (MTA)

E4.3.1. The required number of barracks may be based on the authorized strength of units the installations are designed to accommodate at any one time.

E4.3.2. The Military Service shall establish the MTA standard. The standard may be at a lesser standard than the Service's permanent party unaccompanied personnel housing standard. Open bay barracks are authorized at the Service's discretion.

E4.3.3. Permanent party military (Active and Reserve component) assigned to a Reserve component MTA are authorized only host-Service standard UPH. UEPH standards commonly referred to as one plus one in the Secretary of Defense Memorandum (reference (j)) may be used when approved by the ASD(RA). Requests shall include an economic analysis of constructing UEPH versus contract billeting with commercial establishments.

#### E4.4. LOCAL TRAINING AREAS

For those training areas where cantonment-type construction is not justified, facilities may be consistent with training facilities in a field environment. Construction may be

semi-permanent or permanent and shall comply with environmental and pollution control regulations. Temporary construction is authorized for facilities such as field kitchens, mess shelters, tent pads, and logistic facilities. Ranges and training courses must be justified before being authorized. Installation of utilities, construction of roads, security fencing, fuel dispensing systems, and other similar projects shall be considered on an individual basis and must comply with all environmental requirements.

#### E4.5. OTHER FACILITIES

Other facilities required on an infrequent basis, and for which specific criteria are not provided here, shall use criteria established by the parent Military Service consistent with similar Active component facilities, adjusted in accordance with actual mission requirements.

#### E4.6. AIRFIELD REQUIREMENTS

Special requirements for airfield runways, taxiways, aprons, navigational and approach aids, airfield lighting, arresting gear, and related airfield facilities shall be determined in the same manner as for Active components when located at Active installations. Applicable Military Department regulations or Federal Aviation Administration criteria may modify adherence to those requirements at other locations.

#### E4.7. ADMINISTRATIVE SPACE

Where possible, administrative space shall be open. Joint use space shall have only the minimum essential number of offices constructed and provide maximum flexibility for changes in office use. Where possible, offices shall be joint use and the number and size of exclusive offices kept to a minimum.

#### E4.8. STORAGE

Facilities shall include adequate space for storage of equipment in the proper locations (home station, mobilization station, and central storage; etc.).

#### E4.9. INDOOR RANGES

Indoor ranges may be programmed and built or rehabilitated, as applicable. However, they shall remain in service as indoor ranges unless otherwise authorized by the Military



Service. Conversion of existing ranges to other uses shall not be to the detriment of any Service marksmanship program.

E4.9.1. Documented analyses considered in indoor range construction and rehabilitation shall include the following:

E4.9.1.1. Total life-cycle cost estimates and affordability assessments of operating, maintaining, decontaminating, and eventually disposing of an indoor range as opposed to the cost of using alternate training facilities and technologies.

E4.9.1.2. Location(s) and distance to facilities where small-arms pre-qualification training and qualification is being accomplished, and why the location(s) shall not continue to be used for those purposes.

E4.9.1.3. Location and distance to all other military, Federal, State, municipal, and private outdoor and indoor range facilities that meet the applicable Military Service standards, that are in 2-hours travel time from the applicant's armory or Reserve center, and that are available for small-arms training and qualification.

E4.9.2. Final acceptance of a military construction project (either State or federally contracted) that contains an indoor range shall include certification that the range is fully operable. The supervisory official of the Federal Agency having jurisdiction (U.S. Army Corps of Engineers (USACE), Naval Facilities Engineering Command (NAVFAC), or U.S. Property and Fiscal Officer (USP&FO)) shall execute said certification.

#### E4.10. MEDICAL FACILITIES

Construction of medical treatment facilities (i.e., facility category 500) is programmed by the Assistant Secretary of Defense for Health Affairs. Medical unit and individual training facilities fall into facility category 171 and shall be programmed by the Services.

## E5. ENCLOSURE 5

### CRITERIA FOR JOINT FEDERAL AND STATE AGREEMENTS COVERING CONTRIBUTIONS OF FEDERAL FUNDS TO THE STATES FOR NATIONAL GUARD FACILITIES

#### E5.1. GENERAL

A separate Joint Federal and State Agreement shall be executed for each project to be constructed on State-owned land involving contributions of both State and Federal military construction funds, according to the following criteria and procedures:

#### E5.2. CRITERIA AND PROCEDURES

E5.2.1. All work on a project described in 10 U.S.C. 18233(a)(2), (3), or (4) (reference (d)) shall be done according to the laws of the State concerned and under the supervision of State officials. Those and other projects shall be inspected and approved by the Secretary of the Military Department concerned. Such inspection and approval shall ensure that work supported by Federal funds complies with approved plans, specifications, criteria, and standards. The exception is for projects in Sections 18233(a)(2), (3), or (4) of reference (d), which allows services of Federal construction agents (the USACE; the Commander, NAVFAC; or the USP&FO of the State or territory) to be used for design and construction of facilities. A Federal agent may be used for federally funded National Guard facilities to be constructed on Federal land.

E5.2.2. The State shall certify, as follows, that:

E5.2.2.1. It has the legal authority and necessary funds to accomplish its share of the design cost before design initiation and before construction bid authorization.

E5.2.2.2. It has a perfected title to, or other adequate property interest in, acceptable real estate located in an area where local laws and ordinances shall permit the intended use.

E5.2.2.3. The agreement is legal and binding and that its execution is duly authorized.

E5.2.3. The Federal Government shall approve plans, specifications, and cost estimates.

E5.2.4. Unless terminated under paragraph E5.2.10., below, the agreement shall remain in full force and effect for the full term of the agreement.

E5.2.5. When a facility is to be used jointly by two or more components, the agreement shall:

E5.2.5.1. Identify all space, both inside and outside the building or buildings, as follows:

E5.2.5.1.1. To be used and maintained exclusively by federally designated components.

E5.2.5.1.2. To be used jointly by all components assigned to the facility.

E5.2.5.2. Prescribe the Federal and State shares of the cost of maintaining the common-use space, both inside and outside the buildings.

E5.2.5.3. Prescribe schedules for the use of the facilities by the various components, including procedures for resolving scheduling conflicts.

E5.2.6. When a project is done by State contract, the contract shall be let, in accordance with the State laws and under applicable Federal regulations. All contracts, change orders, and supplemental agreements involving a contribution of Federal funds shall be subject to prior approval by the Federal Government.

E5.2.7. The Federal Government shall do the following:

E5.2.7.1. Determine which Federal costs incurred or to be incurred are allowable under the terms and conditions of the agreement.

E5.2.7.2. Advise the State of that determination, in writing, before the State executes any contract, according to applicable DoD military construction policies and criteria.

E5.2.8. The State shall maintain an accounting system that is acceptable to the Federal Government. That system shall cover both the construction work and the subsequent maintenance and operation of those facilities supported with Federal contributions, including those facilities to be used jointly by other components.

E5.2.9. When a facility is to be constructed or operated by State contract:

E5.2.9.1. A commitment of DoD appropriations shall be recorded based on a signed agreement with the State.

E5.2.9.2. An obligation of DoD appropriations shall be recorded based on receipt of a signed contract issued by the State to construct the facility.

E5.2.9.3. Federal funds shall be provided on approval of contractor requests for progress and final payments. Approval of requests for payments shall be based on State government certifications of the status of work completed on the facility.

E5.2.10. The agreement shall contain a clause, and existing agreements may be so amended, to permit termination of the agreement before expiration of the fixed term and subject to the approval of the Secretary of the Military Department concerned, if, as follows:

E5.2.10.1. When the existing facility is adequate and still required by one or more of the assigned Reserve components, the State agrees to replace the facility in-kind without further Federal contribution and executes an agreement on the replacement facility for the unexpired term of the agreement to be terminated.

E5.2.10.2. When the existing facility is no longer required by any of the assigned Reserve components, the State agrees to reimburse the Federal Government for its equity in the facility, calculated as that proportion of the Federal contribution as the unexpired term of the agreement bears to the full term of the agreement. The Secretaries of the Military Departments may waive that clause for individual facilities.

## E6. ENCLOSURE 6

### PROCEDURES FOR PLACEMENT OF RESERVE COMPONENT UNITS IN LOCAL COMMUNITIES

#### E6.1. GENERAL

When approval is sought for the placement of a new Reserve component unit in a local community or before making expenditures for a Reserve component facility, the Military Department concerned shall review the Reserve component manpower potential of the area to determine whether it is adequate to meet and maintain the authorized strengths (approved manning levels) of its Reserve component units considering the factors in section E6.2., below. That review shall address, but not be limited to, sections E6.2. through E6.4., below.

#### E6.2. MANPOWER POTENTIAL

The manpower potential of the area shall include the following:

E6.2.1. Age, education, and/or work skill distribution of the population.

E6.2.2. Determining if a potential recruiting conflict may exist among Military Departments in specialized skills of prior Service personnel. Requests for that information may be submitted to the following:

Director, Defense Manpower Data Center  
99 Pacific Street, Suite 155A  
Monterey, California 93940-3231

E6.2.3. Industrial and professional community composition, as related to skill requirements of the units.

E6.2.4. Any manpower factors that may affect Reserve component participation in the area.

E6.2.5. The history of authorized and actual strength of Reserve component units in the area, the authorized strength of Reserve component units allocated to the area, but not yet activated, and other items about the following:

E6.2.5.1. Community attitude toward Reserve component units.

E6.2.5.2. Projected growth and composition of the population.

E6.2.5.3. Enlistment and reenlistment trends of other Reserve component units in the geographic area.

E6.2.5.4. Travel distance to field training sites, particularly for weekend training.

E6.2.5.5. Availability of commissioned officers.

E6.2.6. Environmental impact of unit location on the community.

### **E6.3. CERTIFICATION**

E6.3.1. If a determination is made to proceed with locating the unit in the local community following the procedures in section E6.2., above, the Military Department concerned shall coordinate with other Military Departments and State Adjutants General having or desiring to establish Reserve component units in the area. Based on that coordination, the following statement shall be included in project justification documents:

"The Reserve manpower potential to meet and maintain authorized officer and enlisted strengths of all Reserve units in the areas where units are to be located has been reviewed, in accordance with the procedures described in DoD Directive 1225.7 and DoD Instruction 1225.8. It has been determined, in coordination with the other Military Departments having Reserve units in the area, that the number of Reserve component units presently located in the area, and those units having been allocated to this area for future activation, is not and shall not be larger than the number that reasonably may be maintained at authorized strength."

E6.3.2. The statement in paragraph E6.3.1., above, shall be certified by the chief of the Reserve component and retained in the project file by the Reserve component concerned.

E6.3.3. Individual determination statements shall be consolidated by the Reserve components and included as a program statement when the military construction program is submitted to the Secretary of Defense for congressional review.

#### E6.4. FACILITIES

The procedure for establishing or expanding a unit in a local community first shall consider joint use of existing facilities by units of two or more Reserve components, in accordance with 10 U.S.C. 18234 (reference (d)). Acquisition, by purchase, lease, transfer, construction, expansion, rehabilitation, or conversion of facilities for the Reserve components shall be in accordance with Section 18233 of reference (d).